



**New Hampshire Department of Education
Bureau of Special Education
Catastrophic Aid Procedures Manual
“Applying for CAT AID”**



February 1, 2016

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INTRODUCTION

The New Hampshire Department of Education, Bureau of Special Education, is offering guidance to districts seeking Catastrophic Aid (CAT AID) reimbursement. The term “Catastrophic Aid” refers to the financial assistance for special education costs distributed under RSA 186-C: 18, III to a responsible school district. This manual offers assistance to school districts and business offices with the CAT AID process. This manual is intended to provide guidance and does not replace law nor does it replace the New Hampshire Department of Education’s (NHDOE) fiscal review of districts’ application for CAT AID. The NHDOE financial accountability review serves as the conduit to decisions relating to CAT AID reimbursement.

The New Hampshire Department of Education (NHDOE), Bureau of Special Education is pleased to distribute the Catastrophic Aid Manual. The Catastrophic Aid Manual was developed using NHDOE issued memorandum, presentations to the field, and input and comments from the LEAs.

The NHDOE would like to thank all the organizations, groups and individuals for providing input.

The NHDOE sought input from the New Hampshire Association of Special Education Administrators (NHASEA), the New Hampshire Association of School Administrators (NHASA), the South Central Special Education Directors and the North Country Special Education Directors. In addition to these individuals, the NHDOE also sought input from individuals who attended the CAT AID trainings.

Eligibility for Reimbursement of CAT AID

School districts may be eligible for reimbursement of CAT AID based on the following:

- The cost to the district for implementing the student’s Individualized Education Program (IEP) during the preceding school year (July 1-June 30) must exceed 3-1/2 times the estimated state average expenditure per pupil.
 - For students who have been placed in more than one (1) program during this period, costs are accumulative.

- For students who receive extended school year services during this period, the extended school year services must be entered into the IEP in the Extended School Year Services (ESY) section in NHSEIS in order to be considered for CAT AID reimbursement.
- According to RSA 186-C:18, III, the Department of Education shall:
 - Be liable for 80 percent of the cost above the 3 ½ times the estimated state average expenditure per pupil for the school year preceding the year of distribution, up to 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.
 - The Department of Education shall be liable for all costs in excess of 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.

Only allowable costs paid from local funds will be considered for CAT AID reimbursement. If an allowable cost is paid with federal funds, the cost will be disallowed.

Consideration for Eligibility for Reimbursement of CAT AID

- School districts must enter in the New Hampshire Special Education Information System (NHSEIS) student evaluation information, the Individualized Education Program (IEP) and placement. The data must be in compliance with the requirements of the New Hampshire Rules for the Education of Students with Disabilities (effective June 30, 2008 amended as of December 1, 2010 and May 15, 2014). Since NHSEIS is the official Special Education Information System (NHSEIS), the NHDOE will only use information entered in the appropriate sections of NHSEIS for consideration of CAT AID. The NHDOE will not review IEPs developed with other software systems, IEPs developed by private special education programs/schools or other state's IEPs. It is crucial that the data entered be accurate and up to date. The districts are advised to implement a system of "checks and reviews" to ensure accuracy of the invoices prior to entering the invoice information into NHSEIS.
- When a school district has placed a student in a special education program approved for his/her disability by the NHDOE or by the state in which the program operates, the placement **must be** entered into NHSEIS under program services. The NHDOE will **only** consider placements for CAT AID that are entered in the program services section of NHSEIS including placements for approved special education summer programs. If you are placing a student in an out of state special education program that is not in NHSEIS, has an expired date or will expire soon; it is the district's responsibility to seek special education approval documentation from the host state's DOE. The

district must obtain the host state's special education approval prior to placing the student at the program. A list of all current approved special education programs are posted on the district's NHSEIS site. This list is updated monthly. Once any approved program in NHSEIS is modified, including out of state programs, the change occurs immediately.

For example, if an approval date is extended in NHSEIS, the change will take place immediately. With the change taking place immediately, this prevents each district having to call the NHDOE to make the change.

If you would like the NHDOE to enter a new out of state special education program or extend the end date, the forms for districts may be found on the NHDOE website under special education and then program approval.

- Students who are placed using an Individual Program Approval (IPA) are eligible to seek CAT AID reimbursement if their special education costs meet the guidelines for CAT AID. For students who are placed using an IPA, the NHDOE will enter placement under approved programs. It is the districts responsibility to select that approved placement for their finalized IEP.
 - Costs incurred during any period of time that student's records were out of compliance are not eligible for reimbursement i.e., not having an agreed upon IEP.
 - Any changes to an IEP must occur prior to the submission of the IEP for consideration of Catastrophic Aid. Changes to the IEP must follow the Special Education process.
 - For out of state residential placements that do not separate out tuition and residential costs on the invoices, the rate is figured by splitting the state approved rate. For example, tuition would be 50% of the rate and residential 50% of the rate.
- **Careful attention must be paid to the following:**
 - ✓ Only IEPs that have been agreed upon by the parent/guardian will be considered for CAT AID. The NHDOE will not consider draft or proposed IEP for CAT AID. IEP's created after the end date of an IEP will not be considered for CAT AID. The student history section in NHSEIS shows the documentation date created. The NHDOE encourages the district to review the students IEP after the draft IEP has been created to ensure that the correct time has been entered into NHSEIS.

- ✓ Only invoices which have dates that coincide with the dates of the services identified in the IEP will be considered for CAT AID.
- ✓ The NHDOE may request a signed copy of the original IEP at any time during the review process. Failure to provide the IEP will result in all costs for this student being disallowed.
- ✓ Prior to submitting the Superintendent cost verification form for Cat Aid; please review the students Cat Aid for any errors. Example the IEP may state 3 minutes rather than 30 minutes. In the financial summary please make sure that all invoices are attached to a valid IEP. NHDOE understands there maybe extenuating circumstances regarding the students IEP. Please contact the NHDOE to discuss in detail.

Responsibilities of the NHDOE

- The NHDOE will review all applications for CAT AID to ensure that the processes outlined in this manual are followed.
- When a student transfers from one district to another district during a school year, all costs shall be added together to verify that the student's total cost meets the threshold for CAT AID. If found eligible, reimbursement will be computed according to the cost incurred within each district.
- If in any year, the amount appropriated for distribution as catastrophic special education aid exceeds the allocated amount, the district's reimbursement shall be prorated.
- The NHDOE shall distribute Catastrophic Aid reimbursement payments on or before January 1st of each year.
- As students are placed in programs, NHSEIS automatically adjusts for this change in capacity as students are being placed in the program.

ENTERING INFORMATION INTO FINANCIAL SUMMARY

To begin entering invoices into the Financial Summary section of NHSEIS please go to your District Site.

Once on the district site, please click on "School System."

Here is a screen shot of where to find the button for "School System"

Click on
School
System

The NHDOE
posts
information
regarding
NHSEIS on
the Message
of the Day
Widget.

The screenshot shows the NHSEIS dashboard. At the top, there is a navigation bar with the NHSEIS logo and the text 'by PCG Education'. To the right of the logo, it says 'Welcome, Terry' and lists several links: 'My Calendar', 'Message Board', 'Send Us a Message', and 'Logout'. Below this, there is a secondary navigation bar with links: 'Main Menu', 'Students', 'Wizards', 'Schools', 'School System Info', 'Users', 'My Profile', 'Send Us A Message', and 'PCG'. The 'School System Info' link is highlighted. Below the navigation bar, there is a 'Message of the Day' widget. It has a title 'NHSEIS Messages' and contains several messages. The first message is dated 1/21/2016 and mentions a webinar. The second message is dated 1/4/16 and mentions a memo. The third message is dated 1/4/16 and mentions a powerpoint. The fourth message is dated 11/30/15 and mentions a document. Below the 'Message of the Day' widget, there are three more widgets: 'My Messages', 'My Schools', and 'My Reports'. The 'My Messages' widget shows 'New Messages' and 'You Have No New Messages'. The 'My Schools' widget shows 'My Students' and lists two students: 'Johnny Discipline Dow' and 'John January'. The 'My Reports' widget shows 'All Reports' and states 'No reports have been generated yet for Elizabeth Carlotto'. The 'My Compliance' widget shows a red semi-circle. The 'Students by Disability' widget shows a bar chart.

Once you have clicked on the “School System” button, please click on the “Financial Summary” button. The Financial Summary is used to determine Catastrophic Aid reimbursement for child- specific applications.

Once you are in the Financial Summary, please enter the student’s SASID number. You could enter the student’s last name rather than the SASID number. However, if you do enter the student’s last name, more than one student may come up. Please ensure that you have selected the correct student.

Click on
Financial
Summary

NHSEIS by PCG Education

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Main Menu | Students | Wizards | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

School System | System Info | Reports | Inactive Students | User Types | Assign Teachers | Transfer Student | Log Out | Main Menu | Summary | Lists | Inactive Users | User Type Assign | Financial Summary | Assign Schools

School System Information

New Hampshire Training Site
[New Mail](#)


School System Name:	New Hampshire Training Site
School Year:	2015-2016
School System Code:	NHTrain001
Address:	101 Pleasant Street
City:	Concord
State:	NH
Zip Code:	03301
Phone Number:	603 271-3775
Fax Number:	
E-Mail Address:	terry_hersh@ed.state.nh.us
Time Zone:	(GMT -05:00)
SAU:	
Region:	
County:	

Enter
student's
SASID#.
Click
"Search."

The screenshot shows the NHSEIS web application interface. The browser address bar displays the URL: https://nhseis.ed.state.nh.us/easyiep.plx?op=alt_authenticated&CustomerName=nhtrainingsit. The page header includes the NHSEIS logo and navigation links such as "Main Menu", "Students", "Wizards", "Schools", "School System Info", "Users", "My Profile", "Send Us A Message", and "PCG". Below the header, there is a "Financial Summary" section with a "New Mail" link. The search area contains four input fields: "Student ID:", "SASID:", "First Name:", and "Last Name:". Each field has an "Exact Match" checkbox to its right. A green "Search" button is located to the right of the "Last Name" field.

Please confirm that this is the student that you wish to enter invoices for. To continue, please click on the student's name. Please organize your invoices in chronological order. Putting the invoices in chronological order will assist you in entering invoices efficiently. The NHDOE calculates CAP and provides this information to the districts. CAP is 3 ½ times the estimated state average expenditure per pupil.

Click on high-lighted name to go to the student's Financial Summary.


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[Log Out](#) [Main Menu](#) [Summary](#) [Lists](#) [Inactive Users](#) [User Type Assign](#) [Financial Summary](#) [Assign Schools](#)

Select a Student Finance Summary [New Mail!](#)

Student ID: ☐ Exact Match

First Name: ☐ Exact Match

SASID: ☐ Exact Match

Last Name: ☐ Exact Match

Search

School	Grade	Name	Student ID	Age	Dis	Case Manager
HIGH	11	<u>John January</u>	2075525	16	SLD	adam e heard

(1 Students)

FINANCIAL SUMMARY

Please select the year in which you will be submitting invoices. When entering invoices for Catastrophic Aid, please keep in mind it is for the previous year. NHSEIS calculates costs based on the number of units and unit price. It is essential that the LEA's review the invoices prior to entering the costs into NHSEIS to ensure accuracy of the invoices. Please review the invoices prior to entering into NHSEIS to ensure the invoice clearly identifies the student either by name or SASID #, that the services in the invoices are for services identified in the IEP, the date of the invoices are the dates identified in the services of the IEP. The invoices must have the dates of services rendered and those dates must coincide with the dates of services in the IEP. If applicable, check to ensure that the rate you have entered is the NHDOE's or host state's established rate.

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Financial Summary

John January
[New Mail](#)

Student ID: ☐ Exact Match First Name: ☐ Exact Match
SASID: ☐ Exact Match Last Name: ☐ Exact Match [Search](#)

Student: John January Student ID: 2075525 SASID: 9911554488 DOB: 01/01/2000 District of Liability:: Concord

☐ Lock School Year
Financial Summary for School Year: 2015-2016

Annual Totals

Invoice Total:	0.00
Non-Medicaid Reimbursable Total:	0.00
Disallowed:	0.00
Reimbursements:	0.00
Net 402 Cost:	0.00
Net Cat Aid Cost:	0.00

There are no Invoices

[Add New Invoice for 2015-2016](#)

Click on the drop down menu and select the appropriate school year for which you are seeking reimbursement.

STUDENT'S FINANCIAL SUMMARY PAGE CONT...

As Districts are entering invoices, NHSEIS is calculating CAP, invoice totals and disallowed costs. The NHDOE highly recommends that districts enter invoices into NHSEIS on a monthly basis. By entering invoices on a monthly basis, districts can audit whether or not they are being appropriately charged for the number of units as identified in the IEP and the cost of the services. When developing an IEP, please think of units as 30 minute increments. By using thirty minute units, this allows for consistency with your vendors. Districts will also be able to verify that they are being charged at the NHDOE's or host state's established rate. If there are errors on the invoice, this will give a District an opportunity to reconcile the invoice prior to the CAT AID submission on August 1st.

The State establishes its rate based on 30 minute increments of service. In cases where the service is for 45 minutes, the district should select the service from the drop down. Enter one unit at 30 minutes and one unit at 15 minutes. The rate for the 15 minute unit will be entered using half the established rate. Both the IEP and invoices will need to reflect these entries.

For rates that are not established by the State, services can be entered for any increment providing the increment matches the rate at which they are being charged. For example, the invoice shows 48 minutes per day. The invoice should show the cost of a 48 minute session.

The NHDOE in previous reviews of CAT AID have found several incidents of districts entering in more units of services than identified in the IEP. Although Districts may provide additional services to students, Districts cannot seek reimbursement for these additional units of services.

Financial Summary

John January

[New Mail](#)

Student ID:	<input type="text"/>	<input type="checkbox"/> Exact Match	First Name:	<input type="text"/>	<input type="checkbox"/> Exact Match
SASID:	<input type="text"/>	<input type="checkbox"/> Exact Match	Last Name:	<input type="text"/>	<input type="checkbox"/> Exact Match

[Search](#)

Student: John January Student ID: 2075525 SASID: 9911554488 DOB: 01/01/2000 District of Liability: Concord

☐ Lock School Year
Financial Summary for School Year: 2015-2016

Annual Totals

Invoice Total:	112.00
Non-Medicaid Reimbursable Total:	112.00
Disallowed:	0.00
Reimbursements:	0.00
Net 402 Cost:	0.00
Net Cat Aid Cost:	112.00
Cat Aid Cap:	0.00

The invoice total has exceeded the States Cat Aid Cap!

Invoices

Vendor	Invoice Number	Invoice Date	Amount	Disallowed	
NH State Department of Education/Div. of Voc-Tech Ed.	inv. 1	10/30/2015	112.00	0.00	View Line Item Changes

[Add New Invoice for 2015-2016](#)

Invoice total is the total amount of the allowable costs.

The cap is pre-populated prior to entering invoices.

ENTERING INVOICES

When entering invoices into NHSEIS, you must enter the name of the vendor, the invoice number as well as the date of the invoice. The NHDOE encourages Districts to work with their vendors so that each invoice has an invoice number provided by the vendor. Invoices must clearly identify the student either by name or SASID # who received services. The NHDOE will not consider the costs of an invoice if it is not clearly identified what student received services. This may be done by either the student's SASID # or Name on the invoice. Please remember to enter the invoices in chronological order. NHSEIS calculates when CAP is met. NHSEIS is also designed to populate the dropdown in the service section with information from the IEP. NHSEIS is designed so that once a vendor has been entered, the District will not need to re-enter the vendor for each invoice.

For new vendors, there is an "Add a New Vendor" button. This allows Districts to enter new vendor information.

See the next page for a screen shot of entering invoices

INVOICE PAGE

1 Enter Vendor's Invoice number.

2 Enter Date of Invoice

3 Select a vendor from the drop down list.

If Vendor is not found in drop down list, click here to add New Vendor.

Invoice must include student's SASID # or name.

Form Fields:

- Invoice #
- Invoice Date
- Payment Date
- Payment Ref Num
- Medicaid Eligible: ☐ Yes
- Locked
- Vendor
- New Vendor: [Add a New Vendor](#)
- Vendor Code
- District Code: NHTrain001

Table: Invoice # Line Items

Set	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Am't Disallowed	Reason Disallow	Attendance Certified	State Responsibility	Medicaid Reimbursable
	Exceptional Costs												0.00	
New Lines														
# 1		Day												
# 2		Day												
# 3		Day												
# 4		Day												

(to add a new line item, simply select and enter data for any of the 4 rows above)

[View Line Item Changes](#)

ENTERING INVOICES CONT....

NHSEIS is designed to generate a drop down menu from specific sections of the IEP. The specific sections of the IEP that are generated into a drop down menu in the service section of the financial summary are Special Education Services, Custom Special Education Services and Related Services. The NHDOE understands that there may be a situation that a district may need to write on an invoice. It will be the discretion of the NHDOE to decide whether or not the “write on” of an invoice still maintains the integrity of the invoice. Please remember to use the current IEP. The NHDOE will not consider an invoice for CAT AID reimbursement if the district has itemized the vendors invoice. Invoices must clearly state the type of service the student is receiving.

NHSEIS compares the number of units and sessions from these three areas to the data Districts enter from the invoices. When there is an overage of number of units and sessions, NHSEIS will disallow the costs. To assist in the review of your invoices, you may indicate when a session is a make-up session. The invoices should reflect the date of services rendered.

If this occurs, Districts must re-enter the information using the number of units and sessions agreed upon in the IEP. When districts enter the number of units and the cost per unit, you must enter the units in 30 minute increments.

The NHDOE understands that there may be occasions when Districts may have invoices that reflect services that are less than the number of units identified within the IEP. If you encounter this situation, please enter in only the services that have been given.

The NHDOE reviews the invoices to ensure that the information stated on the invoice matches the information on the IEP. If there is a discrepancy that the District is able to correct, the District is given 5 days to make the correction. All e-mail correspondences pertaining to CAT AID will be sent to the district’s special education director. The NHDOE has given a specific timeline in order to comply with the January 1st deadline for payment to LEAs. The information entered into NHSEIS must match the invoice in order for a district to receive reimbursement for that invoice.

If districts would like a preliminary report, they can review the annual totals for the student on the Financial Summary page. The annual totals show the total of all the invoices, as well as the disallowed costs. The annual totals also show when a student’s cost meets the “cap” for cat aid.

For invoices with residential costs, the tuition cost and the residential costs must each be clearly identified in the invoice including daily rate and the number of units. The units for residential and tuition costs must be entered in by the day.

The NHDOE enters the established rates for the NHDOE's or host State's established rate NHSEIS. If Districts enter an amount over the established rate, NHSEIS will disallow the overage. If this occurs, Districts must re-enter the information using the State established rate. Here is the link for New Hampshire's established rates:

http://education.nh.gov/instruction/special_ed/documents/2015_2016_approved_rated_july_1_2015.pdf

As the NHDOE receives the out of district rates, they are entered into NHSEIS at the time in which they are received. If the rates are not received until November, the rates will not be entered until November. Districts must go to each invoice and select "Update the Database" button only for invoices that are entered prior to the established rate being entered.

The NHDOE is aware that some agencies have more than one approved special education program. When an agency has more than one approved program, the name of the specific program must be clearly identified on the invoice. This will allow the NHDOE to verify the correct rate is being considered for CAT AID reimbursement.

Transportation must be identified in Related Services in order for Transportation to be considered for CAT AID. Transportation includes travel to and from school and between schools and other locations in which the IEP services are provided. Transportation costs are considered only for the student's transportation. Transportation is part of the drop down menu under Related Services. By using transportation identified within Related Services, Districts will be able to enter units and unit costs for CAT AID reimbursement. Transportation costs of more than \$5,000 require invoices. Transportation costs of \$5,000 or less do not require invoices. When entering services of a bus monitor please use "Custom Special Education Services," and type in bus monitor. If an individual other than a bus monitor provides the service of "monitoring" such as para-professional, one on one aide, rehabilitative aide, or one on one assistant, the invoice must match the service identified in the IEP. This will allow you to enter the units as well as the unit price. By entering bus monitor under "Custom Education Services" this will allow NHSEIS to populate bus monitor into the drop down menu under "Service" in the Financial Summary Section.

The NHDOE will not consider contracts as invoices to seek CAT AID reimbursement.

Below is a screen shot identifying the areas that were discussed in the previous page of directions.

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Invoices [New Mail](#)

Student: John January Student ID: 2075525 SASID: 9911554488 DOB: 01/01/2000 District of Liability: Concord
School Year: 2015 - 2016 (07/01/2015 - 06/30/2016)

The invoice total has exceeded the States Cat Aid Cap!

Invoice #		Locked:	
Invoice Date:		Vendor:	
Payment Date:		New Vendor:	Add a New Vendor
Payment Ref Num:		Vendor Code:	
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	NHTrain001

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Medicaid Reimbursable
	Exceptional Costs											<input type="checkbox"/>	0.00	<input type="checkbox"/>
New Lines														
#1	Counseling - Group 4989 Counseling - Group (10/22/2015 - 06/30/2016) custom service	Day	10/22/2015	10/30/2015	1	22						<input checked="" type="checkbox"/>		<input type="checkbox"/>
#2	4989 custom service (10/22/2015 - 06/30/2016) Seacoast Academy, High School Program	Day										<input type="checkbox"/>		<input type="checkbox"/>
#3	4989 Seacoast Academy, High School Program (10/22/2015 - 06/30/2016) Speech Pathology-Group	Day										<input type="checkbox"/>		<input type="checkbox"/>
#4	4989 Speech Pathology-Group (10/22/2015 - 06/30/2016)	Day										<input type="checkbox"/>		<input type="checkbox"/>

(to add a new line item, simply select and enter data for any of the 4 rows above)

1

This drop down is generated from Special Education Services, Custom Special Services, & Related Services.

2

Enter Begin and End Date of services detailed in the Invoice.

3

Enter the number of units and the cost per unit. Units must be in 30 minute increments

INVOICE PAGE CONT....

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Invoices [New Mail](#)

Student: John January Student ID: 2075525 SASID: 9911554488 DOB: 01/01/2000 District of Liability: Concord
School Year: 2015 - 2016 (07/01/2015 - 06/30/2016)

The invoice total has exceeded the States Cat Aid Cap!

Invoice # Locked:

Invoice Date: Vendor:

Payment Date: New Vendor: [Add a New Vendor](#)

Payment Ref Num: Vendor Code:

Medicaid Eligible: ☐ Yes District Code: NHTrain001

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Medicaid Reimbursable
	Exceptional Costs		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					<input type="checkbox"/>	0.00	<input type="checkbox"/>
New Lines														
# 1	4989 - Seacoast Academy, High School Program (10/22/2015 - 06/30/2016)	Day Residential	10/22/2015	10/30/2015	7	220						<input checked="" type="checkbox"/>		<input type="checkbox"/>
# 2	<input type="text"/>	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>		<input type="checkbox"/>
# 3	<input type="text"/>	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>		<input type="checkbox"/>
# 4	<input type="text"/>	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>		<input type="checkbox"/>

(to add a new line item, simply select and enter data for any of the 4 rows above)

[View Line Item Changes](#)

Select "Day"
from the drop
down for
Tuition costs
and
"Residential"
for the room
and board
costs.



Happy Day Department
45000 Pleasant Street
Concord, NH 03301

Phone: 555-555-5555
Fax: 555-555-5555
E-mail:
someone@example.com

Invoice

Bill To:

Desk and Chair School
District
12345 Pencil Way

Invoice # : 21000
Invoice Date: 12/31/2015

NAME: John Doe

SASID# 1234567899

Begin Service Date	End Service Date	Description	Quantity/ UNITS	Unit Price	Total
12/01/2015	12/22/2015	Tuition for John Doe	16 days	500.00	6,000.00
12/01/2015	12/01/2015	Speech Pathology-Ind.	1 hour	75.0	75.00
12/08/2015	12/08/2013	Speech Pathology-Ind.	1 hour	75.0	75.00
12/15/2015	12/15/2015	Speech Pathology-Ind.	1 hour	75.0	75.00
12/22/2015	12/22/2015	Speech Pathology-Ind.	1 hour	75.0	75.00

***If appropriate, please indicate
'Individual' or 'Group'.**

TOTAL
INVOICE
AMOUNT

6,300.00

Payment/Credit
Applied

TOTAL

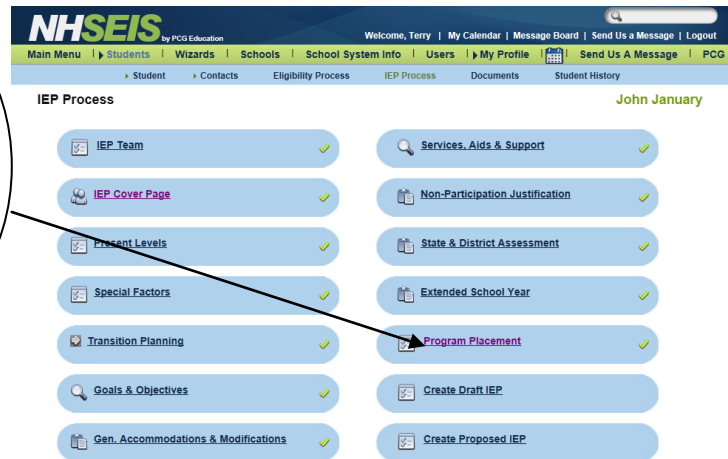
6,300.00

SAMPLE

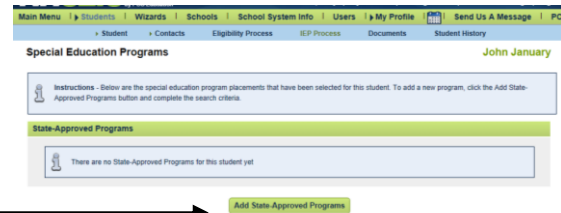
PROGRAM PLACEMENT

When entering program placement including placements for approved special education summer programs into the IEP use “Select Program Placement.” By using “Select Program Placement” this ensures that either the NHDOE or the Host State has approved the special education program. By using “Select Program Placement” this also ensures that the student meets the special education approval for the student’s age, gender and primary disability in addition that the number of students within the program has not exceeded capacity. Invoices should not be entered for placement including tuition and room and board if the name of the program does not appear in the drop down menu under “Program Services” in the Service section of the Financial Summary. Students that are residentially placed in New Hampshire need to have two placements entered into NHSEIS; the day educational program and the residential program. This is to account for the specific day program costs as well as residential costs. Quite often there is a difference between the number of school days compared to residential days. The NHDOE WILL NOT consider cost for program placement either tuition and/or room and board if the program is entered into Custom Special Education Services. The NHDOE will not consider placement costs if the placement is identified in other software systems, IEPs developed by private special education programs/schools or other state’s IEPs. The NHDOE will not consider cost for program placements entered into Custom Special Education Services since this bypasses the business rules associated with program placement.

On the IEP Process, select Program Placement



Click Add State Approved Programs



Search for Special Education Programs

John January



Instructions - Use the fields below to search for state-approved programs to add for this student. You must enter a begin and end date for the placement in order to determine capacity.

Note: The search will only return open programs for which the student meets all criteria (age, gender, identified disability, etc.) in NHSEIS.

Program Begin Date: (required)	10/22/2015
Program End Date: (required)	06/30/2015
Program Name: (enter all or part of the program name)	<input type="text"/>
Location: (enter all or part of the location, if known)	<input type="text"/>
Provider Name: (enter all or part of the provider's name, if known)	crotched m

Begin and end dates must be entered into these fields.

Find Program(s) >>

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Enter a portion of the Provider name, or Program name or Location.

Click Find Program.

Select Placement.

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Add Special Education Programs John January

Check the box for the applicable program(s) and press "Save and Continue".

Select one or more SPED Program from the list below and click "Save & Continue" to add them to this student's record.

Add	Program Name	Provider	Location	Begin Date	End Date	Setting	Capacity	Currently Assigned
<input checked="" type="checkbox"/>	Crotched Mountain School, Day	Crotched Mountain Rehabilitation Center	Greenfield, N.H.	07/01/2010	06/30/2017	Day	105	38
<input checked="" type="checkbox"/>	Crotched Mountain School, Residential	Crotched Mountain Rehabilitation Center	Greenfield, NH	02/28/2014	06/30/2017	Residential	95	26
<input type="checkbox"/>	Group Home Program	Crotched Mountain Rehabilitation Center	Greenfield, N.H.	07/01/2010	06/30/2016	Residential	72	7

= Student Already Receives This Program

[<< Back](#)
[Save & Continue >>](#)

Save & Continue

Enter number of sessions and session length. Click details to enter the setting and add associated goals.

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[Student](#) | [Contacts](#) | [Eligibility Process](#) | [IEP Process](#) | [Documents](#) | [Student History](#)

Special Education Programs John January

Instructions - Below are the special education program placements that have been selected for this student. To add a new program, click the Add State-Approved Programs button and complete the search criteria.

Delete	Program Service	# Sessions	Session Length	Dates Start/End	# Goals	
<input type="checkbox"/>	Crotched Mountain School, Day	5 per <input type="text"/> wk	6 <input type="text"/> hr	10/22/2015 06/30/2016	1	Details
<input type="checkbox"/>	Crotched Mountain School, Residential	5 per <input type="text"/> wk	18 <input type="text"/> hr	10/22/2015 06/30/2016	1	Details

[Add State-Approved Programs](#)

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[Save](#)
[Save and Continue >>](#)

ATTENDANCE

Students must be in attendance in order for the services in an invoice to be considered for CAT AID. Place a check in the “Attendance Certified” box to verify the student’s attendance. By checking this box, the District is verifying that the student was present for the services found in the invoice. Districts are responsible to keep student attendance records. Districts do not need to submit attendance records to the NHDOE, however; the District must be able to produce the attendance records if requested by the NHDOE. The NHDOE is not able to consider costs when students are not present to receive the services.

The screenshot shows the NHSEIS Invoices interface. At the top, there's a navigation bar with links like Main Menu, Students, Wizards, Schools, School System Info, Users, My Profile, Send Us A Message, and Logout. Below this, a header section displays user information: Student: John January, Student ID: 2075525, SASID: 9911554488, DOB: 01/01/2000, District of Liability: Concord, School Year: 2015 - 2016 (07/01/2015 - 06/30/2016). A warning message states: "The invoice total has exceeded the States Cat Aid Cap!".

The main form is divided into two sections. The top section contains fields for Invoice #, Invoice Date, Payment Date, Payment Ref Num, Medicaid Eligible (Yes/No), Locked, Vendor, New Vendor (with an "Add a New Vendor" button), Vendor Code, and District Code (NHTTrain001). The bottom section is titled "Invoice # Line Items" and contains a table with columns: Del, Service, Setting, Begin Date, End Date, Units, Unit Price, Amount, Units Allowed, Price Allowed, Amt Disallowed, Reason Disallowed, Attendance Certified, State Responsibility, and Medicaid Reimbursable. The table has four rows, with the first row showing "4989 Seacoast Academy, High School Program (10/22/2015 - 06/30/2016)" and the "Attendance Certified" checkbox checked. Below the table, there's a "View Line Item Changes" button.

Three callout boxes provide instructions:

- Callout 1: "Select Vendor from drop-down list." (points to the Vendor field)
- Callout 2: "Click this button to add a New Vendor" (points to the "Add a New Vendor" button)
- Callout 3: "Check this box to Certify Attendance." (points to the "Attendance Certified" checkbox in the first row of the table)

EXCEPTIONAL COSTS

Reevaluations Allowed

Costs for Reevaluations (3 year evaluations) may be entered in the financial summary under “Exceptional Costs.” In order for re-evaluation costs to be considered, the evaluation must be a required assessment found under Ed 1107.04 in Table 1100.01. The required assessment must be given by a qualified examiner as identified in Table 1100.01. The state timelines must be met including the time extension timeline. Evaluations that are not required under ED 1107.04 will not be considered for CAT AID.

The district is able to submit costs for reevaluations pursuant to Ed 1107.05(a) (b). The NHDOE will only consider costs for a reevaluation that has not occurred more than once a year unless there is documentation that the parent and LEA agree. The district will need to submit to the NHDOE evidence of the parent consent to reevaluate. The invoice must state that the costs are for a reevaluation. To enter the costs into NHSEIS please enter the invoice under “Exceptional Cost” in the financial summary.

Independent Educational Evaluation

The NHDOE will consider the costs for an independent education evaluation. The district will need to submit to the NHDOE an invoice stating the costs are for an evaluation. To enter the costs into NHSEIS please enter the invoice under “Exceptional Cost” in the financial summary.

Other Assessments

The district is able to submit costs for assessments. The invoice must state that the costs are for assessments. To enter the costs into NHSEIS please enter the invoice under “Exceptional Cost” in the financial summary. Below are some examples of other assessments that will be considered:

- Assistive technology
- Vocational assessment
- Orientation and mobility assessment
- Functional behavioral assessment

EXCEPTIONAL COSTS (cont.)

In the case of a child who is blind or visually impaired, the purchasing of braille books, large print and specialized material can be considered under exceptional costs.

Evaluations Disallowed

Initial evaluation for the determination of initial eligibility.

The NHDOE will only consider the assessment costs for a student whose eligibility is in compliance. If the student's eligibility is out of compliance then the subsequent evaluation to correct the eligibility is disallowed.

Other Exceptional Costs

Interest for emergency assistance loans and other costs associated with the emergency assistance loans may be entered in the financial summary under "Exceptional Costs."

The NHDOE will consider on a case by case basis other exceptional costs. Please contact the NHDOE to discuss these costs.

NHSEIS by PCG Education

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Invoices New Mail

Student: John January Student ID: 2075525 SASID: 9911554488 DOB: 01/01/2000 District of Liability: Concord
School Year: 2015 - 2016 (07/01/2015 - 06/30/2016)

The invoice total has exceeded the States Cat Aid Cap!

Invoice # [] Locked: []
Invoice Date: [] Vendor: []
Payment Date: [] New Vendor: Add a New Vendor
Payment Ref Num: [] Vendor Code: []
Medicaid Eligible: ☐ Yes District Code: NHTrain001

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Medicaid Reimbursable
	Exceptional Costs		10/04/2015	10/18/2015	1	1400						<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>
New Lines														
# 1	[]	Day	[]	[]	[]	[]						<input type="checkbox"/>		<input type="checkbox"/>
# 2	[]	Day	[]	[]	[]	[]						<input type="checkbox"/>		<input type="checkbox"/>
# 3	[]	Day	[]	[]	[]	[]						<input type="checkbox"/>		<input type="checkbox"/>
# 4	[]	Day	[]	[]	[]	[]						<input type="checkbox"/>		<input type="checkbox"/>

(to add a new line item, simply select and enter data for any of the 4 rows above)

[View Line Item Changes](#)

100%

Exceptional
Costs

Enter Begin
Date, End
Date,
number of
Units of
Service and
the Cost
per Unit

DISALLOWED COSTS

It is the responsibility of the NHDOE to verify that the invoices entered into NHSEIS are for allowable costs. Here are several examples taken from actual District's invoices in which the NHDOE disallowed. It is the hope of the NHDOE by providing these examples of disallowed costs, it will assist the Districts. Each time a District enters disallowable costs into NHSEIS, the NHDOE must then work with the Districts to remove the costs. Since the review process of CAT AID is time specific, a smooth process will assist the NHDOE in meeting the legislative time line of January 1st for payment. The NHDOE will not consider costs for administrative function of personnel. Administrative functions can include but not limited to: cost to attend meeting, writing of reports including IEPs, development of IEPs and analysis of data.

- Please do not enter services as one total amount. When you enter services at one total amount NHSEIS will disallow the cost. NHSEIS is constructed so that invoices are entered based on the number of units identified within the IEP. Below is an example of how to properly enter units into NHSEIS.
 - Please enter as 180 units @\$50.00 = \$9,000
 - Please do not enter as 1 @ a set price Example: Transportation= 1@ \$9,000.00

The allowable services on the invoice must match the service identified in the IEP. For example the IEP under custom special education services identifies a rehabilitative aide and district enters the cost from an invoice that states a one on one paraprofessional. The NHDOE will deny the invoice, you will be asked to remove these invoices from NHSEIS.

Please do not enter invoices for service provider's mileage, travel or hotel stays. These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not enter invoices for supplies such as paper, pencils, art supplies, movie rentals and aids to daily living (ADL). These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not submit invoices for the regular class. These are costs which will be disallowed. If a district enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not enter placement under "Custom Special Education Services." The NHDOE will not consider the cost of placement including placements for approved special education summer programs for tuition and/or room/board that are entered into "Custom Special Education Services." If placement including placements for approved special education summer programs is in

any other section of the IEP other than “Program Placement”, the cost will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

- If the dates of the program identified in the IEP, do not coincide with the invoice dates, the placement will be disallowed. Example:

Invoice dates: July 1, 2009-June 30, 2010 Placement dates: September 1, 2009-June 30, 2010.

For this example, you can see that an invoice was submitted for the months of July and August however, there was no placement identified in the program service section of the IEP for this time period. These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

If Districts submit invoices that were for services in the previous fiscal year, the NHDOE will disallow the costs identified in the invoices. The NHDOE can only consider invoices for services that have been rendered in the year in which the District is seeking Catastrophic Aid.

When Districts submit invoices for items that are used for the general student population or a general special education population these costs will be denied. Examples of such costs may include but are not limited to: purchasing items for common areas such as hallways, items for the overall special education department such as consumables including diapers, wet wipes and latex gloves cannot be considered a special education cost. These are costs which will be disallowed and Districts will be asked to remove these invoices from NHSEIS.

The NHDOE will only consider costs at the NHDOE’s or host state’s established rate. If the District pays over the established rate and enters this into NHSEIS, NHSEIS will disallow the difference between the established rate and the rate for which the District has been charged. Please contact Lisa Morrisette @ (603) 271-3738 to find out the host State’s established rate.

Example:

Harry F. Benjamin Special Education Program State Established Rate: \$199.99 per day

Harry F. Benjamin Special Education Program Rate Charged to District: \$299.99 per day

If the District enters the rate of \$299.99 per day, NHSEIS will disallow \$100. Districts will be asked to remove the excess costs from NHSEIS.

The NHDOE will only consider costs that coincide with the information in the services of the IEP. If the District pays for services that have one time period on the invoice and the IEP have another time period. The NHDOE will disallow the costs.

Example:

Invoice states individual OT services for 10/1/09 to 5/13/10

IEP identified individual OT services from 9/1/09 to 3/31/10

The NHDOE will consider the costs for 10/1/09 to 3/31/10. This is the time period that both the invoice and the IEP coincide.

In reviewing previous applications for CAT AID, the NHDOE has found that some districts are considering group when there is only one student receiving services. The NHDOE cannot consider this cost for CAT AID since having one student is not considered "group." If there are no other students to participate in a "group" service, the IEP should be convened in order to discuss amending the group service in the IEP to an individual service.

The NHDOE cannot consider the cost of a field trip for consideration for CAT AID.

Invoices must clearly identify the student who received services. Please do not use nicknames on the invoices. The NHDOE will not consider the costs of an invoice if it is not clearly identified what student received services. These are costs which will be disallowed and Districts will be asked to remove these invoices from NHSEIS.

The NHDOE will not consider costs that are associated with an IEP that has been inactive. You can find inactive events in the Student History page in NHSEIS.

Invoices will not be considered for CAT AID from items identified under Support for Personnel, Supplemental Aids and Services or Goals and Objectives section of the IEP. If a District enters this information, you will be asked to remove these invoices from NHSEIS. The NHDOE will only consider costs found in Special Education Services, Custom Special Education Services and Related Services section of the IEP.

There may be incidents that a district might have to figure a cost. If you are figuring a cost of service please always round down. If a District rounds up, the (units) x (rate) will calculate at an amount over the invoice and it will be disallowed.

Example: Individual Speech rate= \$52.23 Group Speech Rate=\$26.115
 → Correct rate is \$26.11 not \$26.12 Do not round UP

The NHDOE will not endorse an IEP being modified after the expiration of the IEP in order for costs to be eligible for CAT AID. If there is a question regarding timelines, the NHDOE will verify in the date created section under Student History page.

Districts may not submit CAT AID costs for students who received Court-Ordered Placement Aid for the same placement(s) during the school year.

It is not the responsibility of the NHDOE to interpret the services identified on an invoice.

- **Example:** Sally Smith is a social worker who works with the family.
 - The IEP under custom special education services states home school consulting.
 - The invoices state in-home family counseling.

The NHDOE will not interpret the home school consulting as the same service identified in the invoice of in-home family counseling. The NHDOE will disallow these invoices since the services in the invoice do not match the services in the IEP.

The NHDOE considers “direct instruction” as the specially designed instruction outlined in IDEA. Direct instruction may be provided by a certified educator, specialist or related service provider. Direct Instruction should outline the content, methodology or delivery of instruction.

Direct instruction is not placement. If a district is attempting to use direct instruction for tuition costs, the NHDOE will disallow this cost.

Districts may enter program placement as time of the school day x 5 sessions per week.

- **Example:** Sally attends the Excel Special Education Program. This is a day program. The information is entered as:
6.5 hours per day x 5 days/week.

Curriculum purchased for the regular classroom cannot be considered for cat aid reimbursement.

Invoices which contain handwritten notes changing the description of the services will not be considered for cat aid reimbursement.

Tuition for two full placements will not be considered for cat aid reimbursement.

The NHDOE 25 includes administrative costs and cannot be used to determine for tuition for CAT AID reimbursement. Special education tuition should be calculated using the teacher’s salary divided by the number of students in the class. Calculating cost for a teacher who teaches 7 students in a self-contained program should be the teacher’s salary and benefits divided by 7.

INACTIVATING COSTS - WHEN THE NHDOE IS AT THE POINT OF FINAL ANALYSIS, FOR DISTRICTS WHO HAVE NOT MADE THE NECESSARY CORRECTIONS, THE NHDOE MAY INACTIVATE COSTS WHICH HAVE BEEN DISALLOWED IN ORDER TO PROCESS THE REMAINING INVOICES FOR CAT AID.

DISALLOWED COSTS EXAMPLE

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Student: John January Student ID: 2075525 SASID: 9911554488 DOB: 01/01/2000 District of Liability: Concord
School Year: 2015 - 2016 (07/01/2015 - 06/30/2016)

The invoice total has exceeded the States Cat Aid Cap!

Invoice #	4998	Locked:	
Invoice Date:	11/01/2015	Vendor:	Crotched Mountain Rehabilitation Center
Payment Date:	11/30/2015	New Vendor:	Add a New Vendor
Payment Ref Num:		Vendor Code:	22255
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	NHTrain001

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Am't Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Medicaid Reimbursable
<input type="checkbox"/>	4998 Crotched Mountain School, Day (10/22/2015 - 06/30/2016)	Day	11/01/2015	11/30/2015	28	200.00	5600.00	25	200.00	600.00	Calculated units allowed less than number entered	<input checked="" type="checkbox"/>	5000.00	No
	Exceptional Costs											<input type="checkbox"/>	0.00	<input type="checkbox"/>
Totals:					28	200.00	5600.00	25	200.00	600.00			5000.00	

New Lines

# 1		Day										<input type="checkbox"/>		<input type="checkbox"/>
# 2		Day										<input type="checkbox"/>		<input type="checkbox"/>
# 3		Day										<input type="checkbox"/>		<input type="checkbox"/>

Reason for Disallowed cost=Units entered are over allowable amount.

To correct overage:
Re-enter the correct amount of Units as identified in the IEP.

ALLOWABLE COSTS

For district-operated programs, only direct costs attribute to each student's Individualized Education Program (IEP) under **Special Education Services, Custom Special Services & Related Services** may be considered for reimbursement. No indirect costs such as pro-ration of regular staff salaries, building maintenance and operations, regular transportation, standard textbooks and school supplies will be allowed. If the program serves students from other districts on a tuition basis, the funds received must be subtracted from the operational costs of the program to accurately calculate the host district's real or net cost.

***Please subtract the cost charged for tuition for out of district students from the operational costs prior to establishing district tuition. Example: If the program has an operational cost of \$220,000 and the tuition for out of district students is \$20,000...subtract \$20,000 prior to calculating in-district costs. To further clarify, the \$200,000 should then be divided by 8 in district students to calculate an in-district student cost of \$25,000.*

For Extended School Year Services that occur in the summer months, these ESY services may be considered for CAT AID reimbursement providing that they meet the requirements as outlined in this manual. The NHDOE cannot consider "camps" as reimbursable under CAT AID since the Bureau of Special Education does not have the authority to approve camps for special education programs. For a list of approved special education programs that occur in the summer months, please check the NHSEIS list of approved programs that is posted on the front page of your NHSEIS site.

Districts may submit costs for home instruction under Ed 1111.05 Home Instruction for School Aged Children. Districts may submit costs for temporary home-based programs not exceeding 45 days in a school year. For home instruction programs greater than 45 days, the district must submit 10 days prior an application for home instruction to the State Director of Special Education. In addition, Home Instruction must be selected under program placement.

Equipment Allowed

Special education equipment costs will be considered provided such equipment is included in the child's IEP. Anything over \$250.00 and a life of more than one year is considered equipment. In order to seek reimbursement this equipment cannot be purchased using IDEA funds.

Software and license for software is an allowable expense. Software and license for software needs to be child specific purchased for a student with a disability. The district will need to submit an invoice to the NHDOE with back up. The backup would need to have the list of student's using the software. Software and license for the software must be considered specially-designed instruction.

CONSULTATION

After due consideration based on input from the field, the NHDOE will consider consultation services as direct cost.

The Department of Education provides the following for consideration of catastrophic aid if the consultations to staff and/or consultative services meet the following guidelines:

- Consultations to staff and/or consultative services are identified in the IEP under custom special education services.
- Invoices must clearly state consultation to staff and/or consultative services in the specific area that consult is occurring. The provider's qualifications are noted on the invoice.

It is not the responsibility of the NHDOE to interpret the "consultant costs" identified on an invoice.

- **Example:** Sally Smith is a social worker who works with the family.
 - The IEP under custom special education services states home school consulting.
 - The invoices state in-home family counseling.

The NHDOE will not interpret the home school consulting as the same service identified in the invoice of in-home family counseling. The NHDOE will not allow "consultant costs" on the invoices since the services in the invoice do not match the services in the IEP.

The NHDOE will not consider costs for CAT AID reimbursement for e-mail consults.

The following will not be considered consultant costs as they are an administrative function:

- Planning, organizing, staffing, directing, coordinating, reporting developing, reviewing and budgeting

IN DISTRICT COSTS - IEP

Student History for John January

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Student History John January (✓) [New Mail](#)

Event ID	Event Date	Event Type	Begin Date	End Date	User	Document	Date Created	
4984	01/23/2016	District Change			Terry 1 Hersh		01/23/2016 13:30 (6 days)	Details
4998	10/20/2015	IEP	10/21/2015	10/20/2016	Terry SAUsystema Hersh	IEP (ID# 5551)	01/29/2016 09:11 (0 days)	Details
4997	10/20/2015	Proposed IEP	10/21/2015	10/20/2016	Terry SAUsystema Hersh	IEP (ID# 5551)	01/29/2016 09:10 (0 days)	Details
4990	01/23/2016	Progress Report (2015 - Reporting Period 1)			Terry 1 Hersh	Progress Report (ID# 5545)	01/23/2016 14:20 (6 days)	Details
4989	10/20/2015	IEP	10/21/2015	10/20/2016	Terry 1 Hersh	IEP (ID# 5542)	01/23/2016 14:15 (6 days)	Details
4988	10/20/2015	Proposed IEP	10/21/2015	10/20/2016	Terry 1 Hersh	IEP (ID# 5542)	01/23/2016 14:14 (6 days)	Details
4987	10/18/2015	Eligibility Determination	10/18/2015	10/18/2016	Terry 1 Hersh	Eligibility Determination Document (ID# 5540)	01/23/2016 13:35 (6 days)	Details
4986	10/18/2015	Proposed Eligibility Determination	10/18/2015	10/18/2016	Terry 1 Hersh	Eligibility Determination Document (ID# 5540)	01/23/2016 13:34 (6 days)	Details
4985	10/02/2015	Parent/Guardian Consent to Evaluate			Terry 1 Hersh		01/23/2016 13:32 (6 days)	Details
4983	10/01/2015	Referral			Terry 1 Hersh		01/23/2016 13:30 (6 days)	Referral Source: parent

The event number in the student history is referenced in the services dropdown in the Financial Summary – adding an invoice

Click the details button

IN DISTRICT COSTS – IEP DETAILS

Event Details

John January (4998)

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Event Type: IEP (Current)

Meeting Date:	10/20/2015
Begin Date:	10/21/2015
End Date:	10/20/2016
Meeting Purpose:	Placement IEP Amendment
Created By:	Terry SAUsystema Hersh
School:	High School
Doc ID:	5551
Doc Name:	IEP
Primary Disability:	Specific Learning Disability
Placement:	-none-
Day Length:	5.50 hour(s)
District of Liability:	Concord

Parent Response

Parent Response:	I accept the IEP/Program Placement as developed
Parent Signing:	tom and jeri january
Signature Date:	11/05/2015
IEP Exceptions/Notes:	

Scroll down to
the Services
section to
view the detail
of IEP services.

Services

Service Class	Service	Service Code	Provider	Time Spent	Begin Date	End Date	Medically Necessary	ESY	Diagnosis	Program Vendor
Special Ed Services	custom service			1 sessions/mnth of 30 min	10/22/2015	06/30/2016	No	No		
Special Ed Services	Speech Pathology-Group	6466		1 sessions/day of 2 hr	07/10/2016	08/10/2016	No	Yes		
Special Ed Services	Speech Pathology-Group	6466		1 sessions/mnth of 30 min	10/22/2015	06/30/2016	No	No		
Related Services	Counseling - Group	3045		1 sessions/mnth of 30 min	10/22/2015	06/30/2016	No	No		
Supplemental Aids & Services	Assistive Technology Device	3042			10/22/2015	06/30/2016	No	No		
Program Services	Crotched Mountain School, Day			5 sessions/wk of 6 hr	10/22/2015	06/30/2016	No	No		Crotched Mountain Rehabilitation Center
Program Services	Crotched Mountain School, Residential			5 sessions/wk of 18 hr	10/22/2015	06/30/2016	No	No		Crotched Mountain Rehabilitation Center

IN DISTRICT COSTS – ENTERING INVOICE

In the services dropdown list the number refers to the event number in the student history. Refer to the IEP details shown on the prior page for the number of units and the Length of unit.

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Student: John January Student ID: 2075525 SASID: 9911554488 DOB: 01/01/2000 District of Liability: Concord
School Year: 2015 - 2016 (07/01/2015 - 06/30/2016)

The invoice total has exceeded the States Cat Aid Cap!

Invoice # Locked:

Invoice Date: Vendor:

Payment Date: New Vendor: [Add a New Vendor](#)

Payment Ref Num: Vendor Code:

Medicaid Eligible: ☐ Yes District Code: NHTeam001

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Medicaid Reimbursable
	Exceptional Costs		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					<input type="checkbox"/>	0.00	<input type="checkbox"/>

New Lines

# 1	Assistive Technology Device 4998 Assistive Technology Device (10/22/2015 - 06/30/2016)	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>		<input type="checkbox"/>
# 2	Counseling - Group 4998 Counseling - Group (10/22/2015 - 06/30/2016) 4998 Counseling - Group (10/22/2015 - 06/30/2016)	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>		<input type="checkbox"/>
# 3	Crocheted Mountain School, Day 4998 Crocheted Mountain School, Day (10/22/2015 - 06/30/2016)	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>		<input type="checkbox"/>
# 4	Crocheted Mountain School, Residential 4998 Crocheted Mountain School, Residential (10/22/2015 - 06/30/2016) custom service 4998 custom service (10/22/2015 - 06/30/2016) 4998 custom service (10/22/2015 - 06/30/2016) Seacoast Academy, High School Program 4998 Seacoast Academy, High School Program (10/22/2015 - 06/30/2016) Speech Pathology-Group 4998 Speech Pathology-Group (10/22/2015 - 06/30/2016) 4998 Speech Pathology-Group (10/22/2015 - 06/30/2016)	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>		<input type="checkbox"/>

(to add a new line item, simply select and enter data for any of the 4 rows above)

[View Line Item Changes](#)

[Update the Database](#)

100%

IN DISTRICT COSTS – ENTERING INVOICE

Enter the invoice, selecting the IEP service from the dropdown list. Enter the begin date and end date of the service. Enter the number of units and unit price. The district must certify student attendance or the invoice will be disallowed.

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

Student | Contacts | Eligibility Process | IEP Process | Documents | Student History

Invoices New Mail

Student: John January Student ID: 2075525 SASID: 9911554488 DOB: 01/01/2000 District of Liability: Concord
School Year: 2015 - 2016 (07/01/2015 - 06/30/2016)

The invoice total has exceeded the States Cat Aid Cap!

Invoice #	4567	Locked:	
Invoice Date:	12/31/2015	Vendor:	Crotched Mountain Rehabilitation Center
Payment Date:	12/31/2015	New Vendor:	Add a New Vendor
Payment Ref Num:		Vendor Code:	22255
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	NHTrain001

Invoice # 4567 Line Items

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Medicaid Reimbursable
<input type="checkbox"/>	4998 Crotched Mountain School, Day (10/22/2015 - 06/30/2016)	Day	01/01/2016	01/31/2016	20	200.00	4000.00	20	200.00	0.00		<input checked="" type="checkbox"/>	4000.00	No
<input type="checkbox"/>	4998 Crotched Mountain School, Residential (10/22/2015 - 06/30/2016)	Day	01/01/2016	01/31/2016	24	220.00	5280.00	24	220.00	0.00		<input checked="" type="checkbox"/>	5280.00	No
	Exceptional Costs											<input type="checkbox"/>	0.00	<input type="checkbox"/>
Totals:					44	420.00	9280.00	44	420.00	0.00			9280.00	

New Lines

# 1		Day										<input type="checkbox"/>		<input type="checkbox"/>
# 2		Day										<input type="checkbox"/>		<input type="checkbox"/>
# 3		Day										<input type="checkbox"/>		<input type="checkbox"/>
# 4		Day										<input type="checkbox"/>		<input type="checkbox"/>

(to add a new line item, simply select and enter data for any of the 4 rows above)

100%

IN DISTRICT COSTS – BACKUP INFORMATION

Example of backup information needed for the invoiced services.

Occupational Therapy

For district operated programs, only direct costs attributable to each student's Individualized Education Program (IEP) may be claimed. No indirect cost such as pro-ration of regular education staff salaries, building maintenance and operations, regular transportation, standard textbooks and school supplies but not limited to will be allowed. If the program serves students from other district on a tuition basis, the funds received must be subtracted from the operational costs of the program to accurately calculate the host district's real or net costs.

Service Log must include:

Provider: Sally Smith
Provider signature
Service provided: OT
Student: Janson Smithy
and/or sasid # 12345679890
Dates of service, 11/15/12,
11/16/12, 11/17/12 etc
Units of service, 30 minutes
Code: if applicable, ie
G#=group, number of students,
I=individual, C=consult,
E=Evaluations, AB=student
absent

Group rates need to be
determined by provider's
hourly rate and divided by
the number of students in
the group

District Pay Contract: -
Sally Smith
-Annual Pay & Benefits &
Length of Contract,
ie \$21600/180 days/6
hours=\$20/2 units=\$10.00 per
unit
**Contract must be signed and
dated.**

Clearly show
the
calculations

District Invoice:

- District, SAU #
- District Address &
Contact information
- Invoice # or ref.
- Invoice date
- Student identification,
ie name/sasid
- Invoice period
- Invoice service
- Units and cost

INACTIVE STUDENTS

You may have to access Inactive Students since they may have exited from special education for reasons such as graduated or aged out. Districts have the ability to apply for CAT AID for students who are inactive within the school year that they are seeking CAT AID.

The next page outlines how to access the financial summary for inactive student.

To access Inactive students, click on School System.

The screenshot displays the NHSEIS web application interface. The top navigation bar includes links for Main Menu, Students, Wizards, Schools, School System Info, Users, My Profile, Send Us A Message, and PCG. The main content area is divided into several sections: 'Message of the Day' with NHSEIS Messages, 'My Messages' showing 'You Have No New Messages', 'My Schools' listing 56 schools, 'My Reports' showing 'No reports have been generated yet for Terry SAUsystema Hersch', 'My Compliance' with an 'Overall Compliance' gauge, and 'Students by Disability' with a bar chart. A callout bubble points to the 'School System' link in the navigation bar.

INACTIVE STUDENTS CONT.....

The screenshot shows the NHSEIS web application interface. The browser address bar displays the URL: https://nhses.ed.state.nh.us/easyiep.plx?op=alt_authenticated&CustomerName=nhtrainingsit. The page header includes the NHSEIS logo and navigation links: Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout. The main menu includes: Main Menu | Students | Wizards | Schools | School System Info | Users | My Profile | Send Us A Message | PCG. The 'Inactive Users' menu is expanded, showing options: Log Out, Main Menu, Summary, Lists, Inactive Users, User Type Assign, Financial Summary, and Assign Schools. The 'Financial Summary' link is highlighted with a red circle and an arrow pointing to it from a callout box. Below the menu, the 'School System Information' section displays details for the 'New Hampshire Training Site'.

School System Information	
School System Name:	New Hampshire Training Site
School Year:	2015-2016
School System Code:	NHTrain001
Address:	101 Pleasant Street
City:	Concord
State:	NH
Zip Code:	03301
Phone Number:	603 271-3775
Fax Number:	
E-Mail Address:	terry.hersh@ed.state.nh.us
Time Zone:	(GMT -05:00)
SAU:	
Region:	
County:	

Click on
Financial
Summary

Calculating Catastrophic Aid

Below is an example of a calculation for a student who has met the cap for Catastrophic Aid. The school district is liable for the 3 ½ times the estimated state average expenditure per pupil (catastrophic aid cap) plus 20 percent of additional cost. The state is responsible for 80 percent. If there are not enough state funds to cover the full 80 percent the costs will be prorated.

2014-2015 Estimated State Average Expenditure Per Pupil (ESAEPP):		\$14,448.74
Multiply: 3-1/2 times the ESAEPP:	X	3.5
Equals - CATASTROPHIC AID CAP:		<u>\$50,570.59</u>

A STUDENT COSTING 3-1/2 TIMES PER PUPIL COST (ESAEPP)	STATE RESPONSIBILITY	DISTRICT RESPONSIBILITY
The total allowable special education cost for a student	\$99,845.00	
Minus: The Catastrophic Aid CAP :	~ \$50,570.59	
COST ABOVE CAP:	\$49,274.41	
The state is responsible for paying 80% of the cost above Catastrophic Aid Cap (up to \$144,487.40)	X 80%	
THE TOTAL COST FOR THE STATE:.....	\$39,419.53	
The District is responsible for paying 20% of state's cost above Catastrophic Aid Cap		\$49,274.41
	X 20%	
		\$9,854.88
Taking the total Catastrophic Aid Cap:		\$50,570.59
Add: 20% of the state's cost above the Cap:	+	\$9,854.88
THE TOTAL COST FOR THE DISTRICT:.....		\$60,425.47

Calculating Catastrophic Aid

Below is an example of a calculation for a student who exceeds 10 times the ESAEPP. The school district is liable for the 3 ½ times the estimated state average expenditure per pupil (catastrophic aid cap) plus 20 percent of additional cost. The state is responsible for 80 percent up to the 10 times the ESAEPP. The Department of Education shall be liable for all costs in excess of 10 times the EASEPP. If there are not enough state funds to cover the state portion the costs will be prorated.

A STUDENT COSTING 10 TIMES PER PUPIL COST (ESAEP)		STATE RESPONSIBILITY	DISTRICT RESPONSIBILITY
The total allowable Special Education cost for a student is:		\$199,845.00	
The State pays 100% after 10 times the ESAEPP has been reached (\$14,448.74 X 10):		~ \$144,487.40	
State Responsibility		\$55,357.60	
10 times the ESAEPP:		\$144,487.40	
Minus: the Catastrophic Aid Cap		~ \$50,570.59	
		\$93,916.81	
		X 80%	
State Responsibility - 80%		\$75,133.45	
		\$75,133.45	
		+ \$55,357.60	
THE TOTAL COST FOR THE STATE:		\$130,491.05	
			\$93,916.81
			X 20%
District Responsibility - 20%			\$18,783.36
The District is responsible for paying 20% of state's cost above Catastrophic Aid Cap			\$18,783.36
Plus: the Catastrophic Aid Cap:			+ \$50,570.59
THE TOTAL COST FOR THE DISTRICT:			\$69,353.95

TIMELINES FOR CAT AID

The NH Department of Education, Bureau of Special Education, must provide the Division of Revenue Administration the estimated amount of CAT AID reimbursement to be received by each school district. This information must be provided by the end of August to ensure that tax rates are set in a timely fashion. The school district's cooperation in meeting the following deadlines is critical.

Deadlines:

Districts should be entering CAT AID data into NHSEIS on a monthly basis. The NHDOE is available to assist districts and provide technical assistance throughout the year in the CAT AID process.

July 31st Deadline for districts to have entered CAT AID data into NHSEIS. Submit transportation, exceptional costs and all invoices to the NHDOE, along with a screen print of the NHSEIS financial summary page and all in-district rate sheets showing special education and related service costs. Please provide documentation how costs were calculated. Also, submit employee data sheets. Back-up documentation must be student specific. Please do not send bulk documentation for all students.

*Districts will create a list of all students for which they are applying for CAT AID, submit the Superintendent's Verification of CAT AID Form, verifying attendance and financial records and submit to the NHDOE (See form in Appendix).

Beginning **August 1st** NHDOE processes the invoices from August 1st to mid-December. Please work with your vendors to ensure that they are able to meet these timelines.

* If a District had a student eligible for CAT AID who moved to or from the district during the school year, please contact Lisa Morrisette at the NHDOE, 271-3738.

APPENDICES

Definitions

CAT AID means financial assistance for special education costs distributed under RSA 186-C: 18, III to a responsible school district.

Contributed Funds means funds contributed to defray the cost of a special education and by any party or agency other than the LEA.

Direct Costs means those costs which can be identified specifically with the provision of special education and related services, as included in a child's IEP, as per the NH RULES.

Emergency Assistance means funds appropriated for special education costs as provided in 186 C: 18, III.

Indirect Costs means those costs which have been incurred for common or joint objectives and which cannot be identified with the provision of special education and related services as included in a particular child's IEP.

Responsible School District means a school district which is responsible for a child with a disability for whom the costs of special education exceed the formula established by RSA 186 C: 18, III.

(New Hampshire Rules for the Education of Children with Disabilities, June 30, 2008 p.196-197)

NEW HAMPSHIRE RULES FOR THE EDUCATION OF CHILDREN WITH DISABILITIES

RSA 186-C: 18, III

June 30, 2008

RSA 186-C: 18, III

- (a) The State Board of Education through the commissioner, Department of Education, shall distribute aid available under this paragraph as entitlement to such school districts as have a special education pupil for whose costs they are responsible, for whom the costs of special education in the fiscal year exceed 3 1/2 times the estimated state average expenditure per pupil for the school year preceding the year of distribution. If in any year, the amount appropriated for distribution as catastrophic special education 186-C: 18 aid in accordance with this section is insufficient therefore, the appropriation shall be prorated proportionally based on entitlement among the districts entitled to a grant. If there are unexpended funds appropriated under this paragraph at the end of any fiscal year, such funds shall be distributed for court-ordered placements under RSA 186-C:19-b. The state may designate up to \$250,000 of the which are appropriated as required by this paragraph, for each fiscal year, to assist those school districts which, under guidelines established by rules of the State Board of Education, may qualify for emergency assistance for special education costs. Upon application to the Commissioner of Education, and approval by the commissioner, such funds may be accepted and expended by school districts in accordance with this chapter; provided, however, that if a school district has received emergency assistance funds for certain **children with disabilities**, it shall not receive catastrophic special education aid for those same **children with disabilities**. If any of the funds designated for emergency assistance under this paragraph are not used for such emergency assistance purposes, the funds shall be used to assist school districts in meeting catastrophic cost increases in their special education programs as provided by this paragraph.
- (b) The school district shall be liable for 3- 1/2 times the estimated state average expenditure per pupil for the school year preceding the year of distribution, plus 20 percent of the additional cost, up to 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.
- (c) The Department of Education shall be liable for 80 percent of the cost above the 3- 1/2 times the estimated state average expenditure per pupil for the school year preceding the year of distribution, up to 10 times the estimated state average expenditure per pupil for the school year preceding the year of distribution. The Department of Education shall be liable for all costs in excess of 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.

PART Ed 1128
SPECIAL EDUCATION CAT AID

Ed 1128.01 Definitions. The following definitions shall apply for the purposes of Ed 1128.

- (a) "CAT AID" means financial assistance for special education costs distributed under RSA186-C: 18, III to a responsible school district.
- (b) "Contributed funds" means funds contributed to defray the cost of a special education and by any party or agency other than the LEA.
- (c) "Direct costs" means those costs which can be identified specifically with the provision of special education and related services, as included in a child's IEP.
- (d) "Emergency assistance" means funds appropriated for special education costs as provided in 186 C: 18, III.
- (e) "Indirect costs" means those costs which have been incurred for common or joint objectives and which cannot be identified with the provision of special education and related services as included in a particular child's IEP.
- (f) "Responsible school district" means a school district which is responsible for a child with a disability for whom the costs of special education exceed the formula established by RSA 186 C: 18, III.

Ed 1128.02 Reimbursement. A responsible school district shall be reimbursed for CAT AID if the following requirements are met.

- (a) The special education costs for which the district is seeking payment shall exceed the statutory threshold established by RSA 186-C: 18, III.
- (b) Each child with a disability for whom the responsible district is seeking catastrophic aid reimbursement shall be:
 - (1) Enrolled in an approved special education program that:
 - a. Provides FAPE; and
 - b. Meets the requirements established in:
 - 1. Ed 1128.02;
 - 2. Ed 1128.03;
 - 3. Ed 1128.05; or
 - 4. Ed 1117; or
 - (2) In a placement for which a hearing officer, pursuant to Ed 1123, orders the responsible school district to reimburse parents in accordance with 34 CFR 300.148.

§300.148 Placement of children by parents when FAPE is at issue.

- (a) General. This part does not require an LEA to pay for the cost of education, including special education and related services, of a child with a disability at a private school or facility if that agency made FAPE available to the child and the parents elected to place the child in a private school or facility. However, the public agency must include that child in the population whose needs are addressed consistent with §§300.131 through 300.144.
- (b) Disagreements about FAPE. Disagreements between the parents and a public agency regarding the availability of a program appropriate for the child, and the question of financial reimbursement, are subject to the due process procedures in §§300.504 through 300.520.
- (c) Reimbursement for private school placement. If the parents of a child with a disability, who previously received special education and related services under the authority of a public agency, enroll the child in a private preschool, elementary school, or secondary school without the consent of or referral by the public agency, a court or a hearing officer may require the agency to reimburse the parents for the cost of that enrollment if the court or hearing officer finds that the agency had not made FAPE available to the child in a timely manner prior to that enrollment and that the private placement is appropriate. A parental placement may be found to be appropriate by a hearing officer or a court even if it does not meet the State standards that apply to education provided by the SEA and LEAs.
- (d) Limitation on reimbursement. The cost of reimbursement described in paragraph (c) of this section may be reduced or denied--
 - (1) If--
 - (i) At the most recent IEP Team meeting that the parents attended prior to removal of the child from the public school, the parents did not inform the IEP Team that they were rejecting the placement proposed by the public agency to provide FAPE to their child, including stating their concerns and their intent to enroll their child in a private school at public expense; or

- (ii) At least ten (10) business days (including any holidays that occur on a business day) prior to the removal of the child from the public school, the parents did not give written notice to the public agency of the information described in paragraph (d)(1)(i) of this section.
 - (2) If, prior to the parents' removal of the child from the public school, the public agency informed the parents, through the notice requirements described in §300.503(a)(1), of its intent to evaluate the child (including a statement of the purpose of the evaluation that was appropriate and reasonable), but the parents did not make the child available for the evaluation; or
 - (3) Upon a judicial finding of unreasonableness with respect to actions taken by the parents.
- (e) Exception. Notwithstanding the notice requirement in paragraph (d)(1) of this section, the cost of reimbursement--
 - (1) Must not be reduced or denied for failure to provide the notice if--
 - (i) The school prevented the parents from providing the notice;
 - (ii) The parents had not received notice, pursuant to §300.504, of the notice requirement in paragraph (d)(1) of this section; or

- (iii) Compliance with paragraph (d)(1) of this section would likely result in physical harm to the child; and
- (2) May, in the discretion of the court or a hearing officer, not be reduced or denied for failure to provide this notice if--
 - (i) The parents are not literate or cannot write in English; or
 - (ii) Compliance with paragraph (d)(1) of this section would likely result in serious emotional harm to the child.

- (c) The responsible school district shall report evaluation, placement, and eligible cost data for a child with a disability for CAT AID in accordance with Ed 1128.07.
- (d) The information entered into NHSEIS under Ed 1128.04 shall be verified on a catastrophic aid verification form signed and dated by an individual authorized to make application for CAT AID on behalf of the responsible school district. The verification form shall be submitted to the department no later than 4:30 p.m. on August 15 or, if August 15 falls on a weekend, no later than 4:30 p.m. on the next business day.

Ed 1128.03 Limitations on Reimbursement.

A responsible school district shall:

- (a) Be eligible for reimbursement only for those direct costs which are included in the IEP of a child with a disability, and which qualify as special education and related services.
- (b) Not be reimbursed for:
 - (1) Costs which exceed rates established by Ed 1129 for tuition, instruction, room and board, and related services; or
 - (2) Indirect costs.

Ed 1128.04 Application for CAT AID.

To apply for the CAT AID, a responsible school district shall:

- (a) Enter the following program information into the NHSEIS database system:
 - (1) Instructional costs;
 - (2) Room and board costs;
 - (3) Tuition costs;
 - (4) Costs for related services, for which the department has approved a rate under Ed1129, including:
 - a. Counseling, both individual and group;
 - b. Occupational therapy, both individual and group;
 - c. Physical therapy, both individual and group; and
 - d. Speech pathology, both individual and group;

- (5) Costs for related services for which the department had not approved a rate under Ed 1129, provided such services are included in the IEP of the child with a disability;
- (6) Transportation costs;
- (7) Exceptional costs, including diagnostic costs for services defined under Ed 1107; and
- (8) Any contributed funds.

(b) Send supporting documentation to the department for:

- (1) Transportation costs under (a)(6) above in excess of \$5,000;
- (2) Exceptional costs under (a)(7);
- (3) Instruction, room and board, and/or tuition costs from out-of-state facilities;
- (4) Instructional costs from public programs; and
- (5) All related services when no rate is set.

Ed 1128.05 Calculation of Cost of Special Education.

The cost of special education for a particular child with a disability shall equal the costs entered into NHSEIS under Ed 1128.04(a)(1) – (7), less contributed funds entered into NHSEIS under Ed 1128.04(a)(8).

Ed 1128.06 Emergency Assistance.

- (a) Emergency assistance shall be available pursuant to RSA 186-C 18, III.
- (b) The department shall mail application forms for emergency assistance to all school districts in the state no later than the first Friday in April.
- (c) When a responsible school district applies for emergency assistance, it shall:
 - (1) Enter information into NHSEIS as provided in Ed 1128.04(a); and
 - (2) Supply supporting documentation as provided in Ed 1128.04(b).
- (d) An application for emergency assistance for the school year in progress shall be submitted to the department by a responsible school district no later than 4:30 p.m. on the first Friday of May.
- (e) On applications for emergency assistance, a responsible school district shall document that:
 - (1) The district could not have anticipated the need of this child with a disability for a comprehensive special educational program;
 - (2) The district is experiencing a financial crisis and could not, through line item budget transfers or other financial management techniques, appropriate the funds necessary to provide this child with a disability with FAPE; and

(3) There are no other sources of financial support available to assist the district with the funding of this placement.

(f) If a responsible school district receives emergency assistance funds for certain children with a disability, it shall not receive CAT AID for these same children.

Ed 1128.07 Proration. Pursuant to RSA 186-C:18,IX, when a child with a disability transfers from one responsible school district to another during the school year, the following shall apply to the proration of CAT AID and emergency assistance among responsible districts:

RSA 186-C:18,IX - When a student for whom a district receives state aid for special education under this section transfers to another school district during the school year, both the district liability and the reimbursement under this section shall be prorated among such districts. This proration shall be based upon the number of school days that the student was a resident of each district.

(a) Each district shall be reimbursed for only each school day on which the child was a resident of the district; and

(b) Each district shall file separate application forms.

Ed 1128.08 State Aid for In-District Programs

(a) The following definitions shall apply for the purposes of this section:

- (1) “State Aid for Out-of-District Placements” means the funding to establish or support school district based programs for children with disabilities who have been in out-of-district placements in the previous school year under RSA186-C:18, XI;
- (2) “Contributed funds” means funds provided to defray the cost of a special education by any party or agency other than the LEA;
- (3) “Direct costs” means those costs which can be identified specifically with the provision of special education and related services, as included in a child’s IEP;
- (4) “Indirect costs” means those costs which have been incurred for common or joint objectives and which cannot be identified with the provision of special education and related services as included in a particular child’s IEP;
- (5) “Liable school district” means a school district which is legally responsible for the education of the child with a disability; and
- (6) “Supplemental costs” means the difference between the district’s average per pupil cost and the cost of education for the child with a disability.

(b) A liable school district shall be reimbursed for the development or maintenance of an in-district special education program, under this paragraph, if the following requirements are met:

- (1) The costs for which the district is seeking reimbursement shall establish or support a school district-based program for a child with disabilities who was in an out-of-district placement in the previous school year as required in RSA 186-C:18, XI;**
- (2) The in-district program shall be approved pursuant to the provisions of Ed 1126.02;**
- (3) The child for whom the district is seeking reimbursement shall have been placed in the in-district program pursuant to the provisions of Ed 1111.02;**
- (4) The child for whom the district shall be seeking reimbursement is receiving a FAPE;**
- (5) The liable school district shall report eligible cost data for a child with a disability pursuant to Ed 1128.04, (a), (1) through (5) and in accordance with Ed 1128.07, if applicable;**
- (6) The information entered into NHSEIS under Ed 1128.04 shall be verified on a state aid verification form signed and dated by an individual authorized to make application for state aid on behalf of the liable school district;**
- (7) The verification form shall be submitted to the department no later than 4:30 p.m. on August 15 or, if August 15 falls on a weekend, no later than 4:30 p.m. on the next business day; and**
- (8) Payment to the school district, under this paragraph, shall be on or before January 1.**

(c) Limitations on reimbursement shall be as follows:

- (1) A liable school district shall be eligible for reimbursement, under this paragraph only for children with disabilities whose placement has changed from an out-of-district placement to an in-district program developed or maintained by the responsible school district, and only for:**
 - a. The direct costs that are included in the IEP in accordance with (b) (5) above; and**
 - b. The direct costs that qualify as special education and related services, that allow the student with disabilities to be educated in the local school district program;**

(2) A liable school district shall not be reimbursed for:

- a. Costs which exceed rates established by Ed 1129 for tuition, instruction, and related services;**
- b. Indirect costs; or**
- c. Contributed funds;**

(3) The reimbursement amount the school district shall receive shall be the greater of:

- a. The supplemental costs incurred by the school district to educate the child in the in-district program; or**
- b. The amount the school district received for the child in the last year of the out-of-district program, prior to placing the student in the in-district program, under this paragraph;**

(4) The reimbursement under (c) (3) above shall be made for 3 years, as follows:

- a. Reimbursement under (c) (3) a. above the supplemental amount for all 3 years; or**
- b. Reimbursement under (c) (3) b. above:**
 - 1. In year one, 70 percent of the total amount in (c) (3) b. above;**
 - 2. In year 2, 50 percent of the total amount in (c) (3) b. above; and,**
 - 3. In year 3, 30 percent of the total amount in (c) (3) above.**

(d) Funds distributed under RSA 186-C:18, XI shall be:

- (1) Made in accordance with the provisions of (b) above;**
- (2) Prorated in accordance with RSA 186-C:18, III (a), if insufficient funds are appropriated; and**
- (3) Used to assist school districts in meeting CAT AID costs in their special education programs to the extent that they are not used to fund the program set out in RSA 186-C:18, XI.**

SPECIAL EDUCATION SERVICES SCREEN IN NHSEIS

IEP Process
Services, Aids &
Supports

The screenshot shows the NHSEIS navigation bar. The 'IEP Process' tab is selected. Below it, the 'Services, Aids & Support' link is highlighted with a callout bubble. The user is logged in as John January.

The screenshot shows the 'Services, Aids and Support' screen. It includes instructions for adding services and a table of Special Ed Services. The user is logged in as John January.

Delete	Special Ed Service	# Sessions	Session Length	Setting	Medically Necessary	Dates Start/End	# Goals	
<input type="checkbox"/>	Speech Pathology-Group	1 per month	30 min	Special Education Setting	<input type="checkbox"/>	10/22/2015 06/30/2016	1	Details
<input type="checkbox"/>	custom service	1 per month	30 min	Regular Education Setting	<input type="checkbox"/>	10/22/2015 06/30/2016	1	Details

[Add Special Ed Services](#)

Use this screen in NHSEIS to enter Special Education Services. These services must be linked to a current IEP.

Custom Special Services Screen in NHSEIS

https://nhseis.ed.state.nh.us/easyiep.plx?op=alt_authenticated&CustomerName=nhtrainingsit EasyIEP (nhtrainingsite, Terr... X

File Edit View Favorites Tools Help

Page Safety Tgols ?

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Student Contacts Eligibility Process IEP Process Documents Student History

Add Special Ed Services John January

Special Ed Services	Num Sessions	Session Length	Setting
-none-	per day	min	
-none-	per day	min	
-none-	per day	min	
-none-	per day	min	

Custom Special Ed Services	Num Sessions	Session Length	Location
	per day	min	
	per day	min	
	per day	min	
	per day	min	

To add more than 4 services of any one type, you must update the database, then return to this page.

<<Back Save Save and Continue >>

PUBLIC CONSULTING GROUP

(User * Terry SAUsystema Hersh *, Pool nh (0), App Server nh-04 (interp 5, 289 hits, 1.05 GB), System nhtrainingsite, Domain Special Education, Page phref(Ft1/AddService.htm, Timing (op: 1.56s, content: 0.33s))
(StyleSheet easyiep_base_new_center.css, easyiep.css, Menu StyleSheet buttonmenu_new_center.css, linkmenu_new_center.css, treemenu_new_center.css)
(Note: To Discontinue impersonating Terry SAUsystema Hersh, click on his/her name on the line just above this)

100%

Use this screen in NHSEIS to enter Custom Special Education Services from the IEP.

Related Services Screen in NHSEIS

This screen in NHSEIS is used for entering Related Services.

NHSEIS by PCG Education

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Student | Contacts | Eligibility Process | IEP Process | Documents | Student History

Add Special Ed Services

Related Services								
Delete	Related Service	# Sessions	Session Length	Setting	Medically Necessary	Dates Start/End	# Goals	
<input type="checkbox"/>	Aide	1 per day	6 hr	Special Education Setting	<input type="checkbox"/>		0	Details

Add Related Services

You may add additional Related Services by clicking this button and entering the required information.

Virginia M. Barry, Ph.D.



SUPERINTENDENT'S VERIFICATION OF CAT AID

District _____
SAU # _____

Number of Students with Catastrophic Cost Records: _____

Total Catastrophic Costs Reported for District: _____

I certify that, during Fiscal Year 2016, the total expenses entered above were incurred by the school district for services provided to the Special Education students who were eligible for Catastrophic Aid. The cost to the district for fulfilling each student's Individual Education Program (IEP) during Fiscal Year 2016 has exceeded 3-1/2 times state average tuition.

I certify that the district is only requesting reimbursement for costs paid by local funds. No reimbursement is being requested for personnel or services paid by IDEA federal funds.

Detailed accounting will be maintained by the school district and will include the invoices, as well as checks and payment vouchers on which the payments were made.

Superintendent of Schools signature

Date